

DATA PROTECTION STATEMENT

Keeping your personal details secure is very important to us. By providing information you agree to allow Hexham Community Church (HCC) to contact you based on the consents you have given us in accordance with current data protection law (General Data Protection Regulations) We will never make your personal information available for marketing purposes to external individuals or organisations. For more information email office@hexhamcc.com

HOW WE COLLECT INFORMATION ABOUT YOU

We collect information about you when you give us your personal details so we can contact you as a member of the congregation, volunteer in one of our ministries and if you decide to become a member of Hexham Community Church. This may be when you visit us or send us an email relating to church life.

WHY WE COLLECT INFORMATION ABOUT YOU

We collect information about you for the following reasons:

- To enable us to contact you with regard to the ministries and programme of Hexham Community Church, and other events or Services we believe may be of interest to you, including those offered by Taking Ground or Salt & Light Ministries. These events may not be provided or located at Hexham Community Church.
- To maintain up to date information regarding our congregation and the activities of the church
- To keep the necessary financial records of income received by the church
- In the interests of Safeguarding our children, young people and those with learning and support needs.
- As an employer.

Keeping us up to date with your details and contact preferences

Please tell us as soon as possible of any of your contact details change so that we can keep our records up to date.

You can change the way we contact you or the kind of material we send you at any time by contacting us by mail, phone or email using the contact details above.

You can unsubscribe from our regular emails at any time by informing us of this.

WHO SEES YOUR INFORMATION?

The information we hold about you is used only within Hexham Community Church, We do not pass any of your personal information to any other organisations and/or individuals without your express consent.

OUR USE OF YOUR INFORMATION

The information that you provide will be used to keep church membership records, and also give you information about the ministry of Hexham Community Church, events, and other activities described on our website or promotional material. We also use the information to manage our employees and volunteers, and to maintain our own accounts (including the processing of Gift Aid).

How long do we keep your information?

The length of time we keep the information you have given us depends on the context in which you provided it.

We will only keep information regarding your membership of HCC that is necessary for us to remain in contact with you and for the purpose of maintaining current church membership records.

As an employer, again we will only keep records regarding your employment for as long as is deemed necessary once employment ceases

We will keep records of any financial transactions you enter into with us for a minimum of six years.

This will enable us to meet with accounting requirements and respond to any questions from you that arise during that period. Gift Aid declarations and transactions must be kept for a minimum of 12 years after the Gift Aid is no longer valid.

VIEWING THE INFORMATION WE HOLD ABOUT YOU

You may request details of all the information Hexham Community Church holds about you by contacting the church administrator (GDPR Lead) at office@hexhamcc.com or 01434 601113

You may ask that any wrong information about you is corrected, and/or removed if is no longer necessary for the information to be kept. You also have the right to withdraw your consent regarding the use of your personal information at any time.

You can contact the Information Commissioners Office on 0303 123 113 or via email

<https://ico.org.uk/global/contact-us/email/>